

**SUPERIOR COURT OF
CALIFORNIA**



COUNTY OF ALAMEDA

JOB ANNOUNCEMENT
(RE-OPEN)

EOE/ADA*

*If you need assistance with the application process
because of a disability, please call (510) 271-5153 or
TDD (510) 465-3929

**24 HOUR JOB
HOT LINE #**

(510) 208-3906

www.alameda.courts.ca.gov/courts

SUBSTANCE ABUSE TREATMENT & PLACEMENT SPECIALIST
(PROJECT POSITION)

SALARY RANGE: **\$1,680.00 - \$2,036.24 bi-weekly + Management Benefit Package**

FINAL FILING DATE: **Wednesday, September 20, 2006 at 5:00 p.m.**

FILING REQUIREMENTS: Send completed application form & supplemental questionnaire to:
Superior Court of California, County of Alameda
Human Resources & Labor Relations Bureau
1225 Fallon Street, Room 105
Oakland, CA 94612

The Superior Court of California, County of Alameda is accepting applications for the position of Substance Abuse Treatment & Placement Specialist (Project Position). Under general supervision, the incumbent performs responsible, professional level work involving addiction severity assessment, evaluation and recommendation for treatment and/or placement referrals of Felony Drug Court participants to appropriate treatment programs and performs other related duties as assigned. These may include informing the Court of treatment options, developing Treatment Plans, clarifying Progress Report information, and communicating with providers on participant treatment matters. The current job vacancies are assigned in the Superior Court, County of Alameda Drug Court Services Office in Oakland.

This is a limited-term, grant-funded project position that may end on June 30, 2008. The Substance Abuse Treatment & Placement Specialist (Project Position) receives the management benefit package. The new project employees are not eligible to participate in the retirement system. Employees already enrolled in the retirement system will be able to continue in the system.

TYPICAL DUTIES (May include, but are not limited to the following):

1. Tracks case status and treatment outcomes in DCSO cases in order to identify effective approaches to reducing recidivism.
2. Promotes understanding and awareness regarding Felony Drug treatment processes, services and expectations through community education presentations and in-service trainings for therapeutic treatment providers working with Drug Court participants.
3. Monitors treatment progress and status of Felony Drug treatment participants.
4. Provides pre-placement services, including psycho-social assessments/evaluations and referral services.

TYPICAL DUTIES - (Continued)

5. Develops treatment plans; and identifies available residential and outpatient treatment options and community resources.
6. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Experience:

The equivalent to two years of full-time work experience in the field of alcohol, drug abuse counseling and/or drug abuse prevention. Work experience in the field of alcohol and drug abuse counseling or prevention may substitute for education on a year-to-year basis.

And

Education:

Possession of an Associate of Arts degree from an accredited community college in counseling, psychology, sociology, criminal justice or other related field.

KNOWLEDGE AND ABILITIES

Knowledge of current trends as they relate to alcohol and drug issues in society and criminal justice administration; court organization, functions, responsibilities and procedures; basic mathematics; report writing techniques; current recovery models, substance abuse, alcoholism and addiction; state and federal regulations pertaining to client confidentiality; community resources; interviewing techniques; computer literacy, including computer technology and systems necessary for the preparation of court reports and other correspondence and/or information.

Ability to analyze problems and complaints and identify solutions; prepare, interpret and evaluate statistical data and reports; communicate orally and in writing on a variety of issues; understand, interpret and apply procedures, laws, rules and regulations as they pertain to assigned area; work collaboratively with judges, staff, treatment providers and other court personnel; understand and use a variety of technology tools, including word processing, spreadsheets, database applications and the Internet; work with individuals from diverse socioeconomic, cultural, disability and ethnic backgrounds.

GENERAL INFORMATION:

This is a full-time, FLSA exempt management position. Employment is contingent upon successful completion of fingerprint check and the provision of appropriate identifying documents to certify eligibility to work in the United States. This position includes a one-year probationary period. The finalist(s) must be fingerprinted for criminal record check purposes and continued employment is contingent upon information received in the report.

Benefits include medical and dental insurance for employee and dependents, retirement plan, accrual of 13 sick leave and 10 vacation leave days per year, 13 holidays, life insurance, employee assistance program, deferred compensation plan, and management benefits (cafeteria plan, educational reimbursement plan, management leave days, and supplemental insurance options).

GENERAL INFORMATION – (Continued)

The examination process will include an initial screening of all application materials received by the filing deadline, including Court employment application form and supplemental questionnaire. Failure to submit all the required application materials will result in disqualification in the examination process.

The Court reserves the right to limit the number of candidates invited to the testing process to include only the best qualified candidates should a large number of candidates apply. Successful candidates in the initial application review will be considered further in the selection process.

The components of this recruitment and examination process are subject to change.

***Application forms may be obtained at the Human Resources & Labor Relations Bureau,
1225 Fallon Street, Room 105, Oakland,
8:00 a.m.-5:00 p.m., Monday-Friday,
at our website, www.alameda.courts.ca.gov/courts
or by calling our 24-Hour Job Hotline at 510-208-3906.***

Dist: SCT; ACMEA Business Representative; Criagslist; OpportunityNOCS; Diversity List; County Depts; Community Agencies; V Drive; website; job hotline

Opened exam on August 11, 2006 with a deadline of August 31, 2006.

Re-opened on September 6, 2006 with a deadline of September 19, 2006

SUBSTANCE ABUSE TREATMENT & PLACEMENT SPECIALIST (PROJECT POSITION)

Supplemental Questionnaire

The examination process consists of an initial review of candidates' applications and supplemental questionnaires to verify possession of minimum qualifications. Applicants who best meet the qualifications for this position will be considered further in the selection process.

A properly completed Supplemental Questionnaire must be submitted with your application. This questionnaire and the application form will be used in evaluating your qualifications. *Please answer the following questions and submit with your completed application form by 5:00 p.m. on the last day for filing. Failure to submit a Supplemental Questionnaire will result in disqualification.*

With respect to the relative experience, please provide the job title, employment period (beginning and ending dates), employer name, and major duties and responsibilities. Please attach an 8-1/2"x11" paper to this questionnaire indicating additional experience.

1. Do you possess a minimum of two years full-time experience in at least one of the areas described below (please check all that apply)? If yes, briefly describe.

☐ Alcohol ☐ Drug abuse counseling ☐ Drug abuse prevention

☐ Yes ☐ No

2. Have you worked in a court, legal, institutional or treatment program environment in which drug diversion options were discussed? If so, please describe the work setting and the types of matters in which you were involved.

☐ Yes ☐ No

3. Does your job-related experience include public contact either in person or by telephone in a court, legal, or institutional environment with individuals of diverse socioeconomic, cultural and ethnic backgrounds? If yes, please describe.

☐ Yes ☐ No

4. Have you used a computer to collect, tabulate, transmit, and/or analyze client information as part of your professional responsibilities? If so, please describe.

☐ Yes ☐ No

5. Does your work experience include working collaboratively with professionals from disciplines other than your own (multi-disciplinary approaches to problem solving)? If yes, please describe.

☐ Yes ☐ No

I hereby certify that all information presented is true and based on my background, skills and work experience. I agree and understand that misstatements or omissions of material facts herein may forfeit my rights to any employment in the service of the Superior Court of California, County of Alameda.

PRINT NAME: _____

SIGNATURE: _____

DATE: _____